

BIRTH

APPLICATION FOR A SEARCH FOR AN IOWA RECORD

Requests require the applicant's **current government- issued photo identification (i.e., driver's license)** **and signature signed in front of a notary public** or in the presence of an Iowa Registrar of Vital Records.

1. **PERSON'S NAME AS IT APPEARS ON THE RECORD** _____
FIRST MIDDLE, if any SURNAME (Last)
2. **DATE OF BIRTH – BE SPECIFIC – Month/Day/Year** _____
3. **PLACE OF BIRTH (City and/or County)** _____
4. **MOTHER'S NAME PRIOR TO MARRIAGE – FIRST/MIDDLE, if any/LAST** _____
5. **FATHER'S FULL NAME – FIRST/MIDDLE, if any/SURNAME (Last)** _____

6. WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH? ☐ Yes ☐ No ☐ Unknown
7. **LEGAL ACTIONS PREVIOUSLY RECORDED (if any)** ☐ None ☐ Adoption ☐ Paternity Establishment ☐ Legal Change of Name on Birth Certificate
- 7a. IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME (on birth certificate) _____
Marriage does NOT change the birth certificate.

8. **PURPOSE FOR COPY** _____ 9. **BIRTHDATE of APPLICANT/RECIPIENT** _____
10. **HOW ARE YOU RELATED TO THE PERSON NAMED ON THE RECORD?** _____
11. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY: (MUST BE AGE 18 OR OLDER & ENTITLED TO THE RECORD)**
- 11a. Name of Applicant/Recipient _____
- 11b. Street address and P.O. Box (if any) _____
- 11c. City, State and Zip Code _____
12. **THE SEARCH RESULT IS TO BE** (Check one) ☐ Mailed ☐ Picked up (for in-person requests only)
13. **THE NON-REFUNDABLE FEE TO SEARCH IS \$15.00** and one certified copy is issued if the record is located. Each additional copy of the same record is \$15.00. Indicate the number of copies of this record you need. _____
14. **THIS SEARCH PAID BY** (Check one) ☐ Check ☐ Money Order ☐ Cash (In-person only) 15. **AMOUNT ENCLOSED** _____
- Checks must be drawn from the applicants' account; money orders must be in the name of the applicant. Fee payment must accompany this form.

16. **APPLICANT'S NAME** (Print clearly) _____ 17. **DAYTIME PHONE #** _____
(Include area code)

I certify that the information provided on this application is accurate and complete to the best of my knowledge and that I have legal entitlement to a certified copy of this record. I have signed below in front of a notary public or an Iowa registrar of vital records.

18. **APPLICANT'S SIGNATURE** _____ 19. **DATE** _____

APPLICANT'S NAME AS APPEARS ON PHOTO I.D. (Print clearly) _____	Administrative Use Only I.D. _____ Initials _____
State of _____ County of _____ ss _____ (SEAL)	
Signed and affirmed in my presence on this _____ day of _____, _____.	
_____, My commission expires: _____ (Notary Public Signature)	

PRIOR TO MAILING:

- ☐ **INCLUDE A CLEAR PHOTO COPY OF YOUR IDENTIFICATION (i.e., driver's license)**
- ☐ **NOTARIZE YOUR SIGNATURE ON THIS APPLICATION**
- ☐ **INCLUDE PAYMENT AS DESCRIBED IN ITEM 13, 14 & 15 ABOVE**

SEE OTHER SIDE FOR ADDITIONAL INSTRUCTIONS

IOWA VITAL RECORDS

GENERAL INFORMATION

The Iowa State Board of Health was established on July 1, 1880. During that first meeting, they created an Iowa Vital Records system of birth, death, and marriage record keeping, and since that time, all original records that have been registered are on file with the Iowa Department of Public Health, Bureau of Vital Records. A few events, primarily marriages, were recorded in some counties prior to the 1880 date; however, little information is included on those records.

AVAILABILITY OF RECORDS

County Records

Local registrars are located in county recorders' offices where they maintain records of births, deaths, and marriages that have occurred in that county. All vital records are open to the public for inspection except single-parent births prior to July 1, 1995, adoptions or any other record ordered sealed by a court of law, and fetal deaths.

All applications for certified copies of vital record events must be in writing and must completely identify the record, as well as satisfactorily establish entitlement to the record being requested. To secure a copy of a record, applicants must have a direct and tangible interest in the record. In other words, you must be the registrant (person named on record) or have a lineal relationship to the registrant, such as legal parent, grandparent, spouse, brother, sister, child, legal guardian, or legal representative. In addition, the requester must enclose a photocopy of his/her driver's license or other photo identification.

To order a certified copy of a record of an event occurring in Story County, please print out and complete the request form below. Your signature must be notarized. Send the completed form, along with a check (money order required for non-Story County residents) for \$15.00 made payable to the Story County Recorder, a copy of the requester's photo identification, and a legal-sized self-addressed stamped envelope to: Story County Recorder, 900 6th Street, Box 55, Nevada, Iowa, 50201-0055.

State Records

Vital records maintained at the state level are closed to inspection and are not open to public inspection. To secure a copy of a record from the state, applicants must have the same direct and tangible interest as for a county record. Requests for certified copies of birth, death, or marriage certificates may be obtained by telephone, in-person, or by mail. Fees are payable by check or money order made out to the Iowa Department of Public Health. In-person requests may also be paid in cash. Requests for the purpose of family history will take at least 60 days, regardless of the method of request. Written requests may be sent to: Iowa Department of Public Health, Bureau of Vital Records, Lucas State Office Building, 1st Floor, 321 E. 12th Street, Des Moines, Iowa, 50319-0075. For general information or to order a certified copy by telephone, using a credit card, call 515-281-4944. An additional \$9.00 fee is charged for the expedited process of credit card usage. The state vital records operator lines are available from 7:00 a.m. to 4:45 p.m., Monday through Friday, except for state-observed holidays.

Fees

At both the county and state level, a \$15.00 fee is charged upon application for each record search conducted, with a copy issued if one is found. If the record is not found, a record search letter, also called a no-record letter, will be provided. The \$15.00 fee is not refundable.